



*Sharing the world of occupation
from Latin America*

4 - 7 May, 2010 Santiago - Chile

www.wfot.org/wfot2010

Presentation Information

Dear Presenter

We are looking forward to welcoming you to the *15th World Congress of the World Federation of Occupational Therapists*, 4 – 7 May 2010, Santiago Chile.

As a presenter at the Congress please carefully read the following information.

1. Registration

- All presenters **MUST** register and arrange payment by **10 March 2010** in order to remain in the programme. Presenters not registered by 10 March 2010 will be withdrawn from the programme.

2. Presentation Details

- Please note only *presenters* will be listed on the programme. For the complete list of *co-authors*, click on the linked abstract in pdf on the website www.wfot.org/wfot2010/program/full_program.php
- Changes to abstracts will be accepted up until 27 March 2010. After this time no changes will be accepted to abstracts, authors or presenters. All printed materials given out at the Congress – programme handbook and abstracts – will be correct as of 27 March 2010.
- Length of Presentation *<mail merge one sentence only>*
As an *oral presenter* your presentation time is **20 minutes** including question time. Please ensure you keep to your allocated time.

As a *short oral presenter* your presentation time is **10 minutes** including question time. Please ensure you keep to your allocated time.

As an *in congress workshop presenter* your presentation time is **100 minutes** including question time. Please ensure you keep to your allocated time.

- Translation - Orals, short orals & in congress workshops will be simultaneously translated. Please ensure that you present at a steady pace so as to help simultaneous interpreters in their task of effective and accurate translation.

3. Presentation Format:

- Each session room will be set up with theatre style seating (or table rounds for in-congress workshops) with lectern, microphone and data projection equipment including computer (PC), with computer audio, and screen.
- Presentations must be in Microsoft PowerPoint format. Please provide PC based presentations, as MAC computers will **not** be available.
- Any video clips are to be in either AVI or WMV format playable in PowerPoint. If using MAC based files you **must** convert your files (eg Quicktime etc) to AVI or WMV files. DVD players

will **not** be provided. If you require assistance with file conversion, please send request to wfot2010@proyectorenta.cl

- Internet will NOT be available in the session rooms.
- If you have requirements beyond the standard audiovisual equipment provided, please email your request to wfot2010@proyectorenta.cl by **Friday 9 April 2010**. Requests may not be able to be accommodated, but if received after this date, will not be considered.
- Design guidelines on PowerPoint slides can be found at [<website link>](#)

4. Sending in Your Presentation:

- Please email presentations by **Friday 9 April 2010** to wfot2010@proyectorenta.cl and include 'WFOT 2010 Presentation' in the email subject heading and your name and abstract title in the body of the email. This is to enable your presentation to be checked for technical aspects prior to arriving onsite at the Congress. A confirmation receipt will be sent when your presentation is *processed*.
- As presentations will be screening from a computer via a projector, presentations with large file sizes photographs should have the photos compressed to 96dpi for screen/web. This will decrease the file size without affecting the image quality. This feature is available within PowerPoint in the picture tool bar.
- If the file is over 10mb, please email wfot2010@proyectorenta.cl and request an FTP invitation. You will be sent a link to enable the upload of files between 10mb and 100mb.

5. At the Congress:

- Please ensure you bring a PC based copy of your presentation on USB or CD.
- On arrival at the Congress, please collect your name badge and other materials at the registration desk. We suggest that you arrive in plenty of time to register prior to programme commencement.
- All presenters must report to the Speakers Preparation Room at the Congress at least 2 hours prior to your presentation. This is to ensure that presentations are correct, and requirements catered for. There will be facilities available for presenters who wish to amend or re-submit their PowerPoint presentation at this stage.

6. Congress Materials

- If you wish to provide materials for delegates at the Congress, you need to bring these with you as there will be limited photocopying facilities at the Congress.
- However our recommendation is that you provide materials in electronic format (pdf) to the Congress organiser at wfot2010@wfot.org by **9 April 2010** so that these can be downloadable from the website.

We are looking forward welcoming you to *15th International Congress of the World Federation of Occupational Therapists*, 4 – 7 May 2010, Santiago Chile and to your valued contribution towards a diverse and high quality programme.

Regards

WFOT Academic Programme Committee

Congress Office:
Think Business Events
Ph: +61 2 8251 0045
Fax: +61 2 8251 0097
Email: wfot2010@wfot.org
www.wfot.org/wfot2010